

INSTRUCTIONS REGARDING ATTACHMENTS SCHOOL NUTRITION PROGRAMS

Attachment A - Income Eligibility Guidelines for School Officials

This attachment should be kept at the local agency for use in determining family eligibility for free or reduced price meals throughout the applicable program year. Do NOT send this attachment to families.

Attachment B - Parent Letter and Application (SMP Pricing Option 2 only)

Complete it as you will send it to the households and return to Child and Adult Nutrition Services with Part 1 - Combined Application. The instructions designate which changes do not need prior approval. Residential Child Care Institutions that have day students need to utilize the application for the day students, but use the roster (Attachment D) for the residential children.

Attachment C - Sample Notification Letter (SMP Pricing Option 2 only)

If the program is a pricing SMP Option 2 in Special Milk, this attachment is to be filled out as it would be used for the households that participate in your program. Other agencies can disregard this. Complete it as you will send it to the households that participate in the program and return to Child and Adult Nutrition Services with Part 1 - Combined Application.

Attachment D - Prototype Roster for RCCIs only

This is a prototype only - it should not be filled out with children's names. If the agency is a residential child care institution, this roster applies. It shows the kind of information that must be available for each child whose milk is claimed for reimbursement. If the agency uses an electronic format, a sample should be sent in with children's names blocked out for CANS to determine that the correct information is maintained and available.

Attachment E - State Issued Public Release

Child and Adult Nutrition Services will submit the public release to newspapers across the state regarding free and reduced price meals and/or free milk. The agency will need to submit its own release if it begins later in the year or if the policy statement differs from the attachment and has been approved by Child and Adult Nutrition Services. Agencies starting later in the year that offer Special Milk Program only can contact CANS for a revised version of the release.